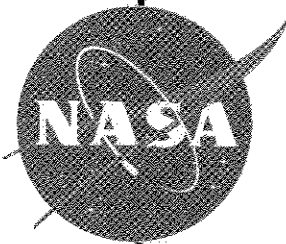


SUBORBITAL AND SPECIAL ORBITAL PROJECTS DIRECTORATE
803/Safety Office

Wallops Flight Facility (WFF) Safety Program Improvement Plan

Effective: 17 December 2009



National Aeronautics and
Space Administration

Goddard Space Flight Center
Wallops Flight Facility
Wallops Island, Virginia 23337

Check the Code 803 WEB SITE AT
<http://sites.wff.nasa.gov/code803/vppimplementationplan.html>
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE

CONCURRENCE AND APPROVAL

Prepared:



Glen Liebig
Head
Institutional Safety and Mission Assurance Branch

12/15/2009

Date

Concurred:

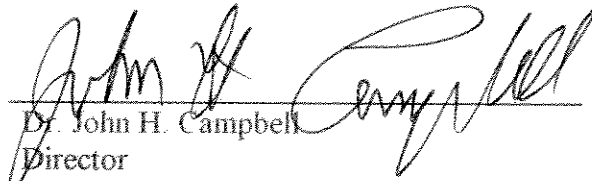


Florence Smith
Chief
WFF Safety Office

12-15-09

Date

Approved:



Dr. John H. Campbell
Director
Wallops Flight Facility

12/16/09

Date

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1.0 INTRODUCTION

1.1 Purpose

This is a formal update to the initial draft plan submitted in July, 2009. That plan was never formalized. This update will state a desired path for Phases 2 and 3 as identified in the Draft Phase 1 Plan. This plan will be updated prior to initiating a new Phase or as required.

A current copy of this plan is maintained on the WFF Safety and Mission Assurance website:

<http://sites.wff.nasa.gov/code803/vppimplementationplan.html>

1.2 Applicability

- a. The provisions of this plan apply to the National Aeronautics and Space Administration (NASA) at WFF.
- b. This plan applies to WFF contractors to the extent defined by their contracts.

1.3 Authority

- a. NPR 8715.3, NASA General Safety Program Requirements

1.4 References

- a. 29CFR1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

1.5 Assumptions

The Phase 1 Assessment has been completed per the original draft plan. Concurrence with this plan indicates the requirements of Phase 1 are complete and Phase 2 will be implemented.

2.0 Phase 1 - Assessment

Phase 1- Assessment (as submitted in July, 2009)

START DATE: 3 August 2009

COMPLETION DATE: 1 November 2009

ENTRY CRITERIA: Approval from WFF Management to implement Phase 1 of this plan

EXIT CRITERIA: Completion of Major Milestone #1

During this phase all existing safety programs and documentation will be reviewed for compliance with Occupational Safety and Health (OSHA) and NASA requirements. This review will be based on existing NASA HQ checklists, OSHA documentation and checklists and assistance from other NASA Voluntary Protection Program (VPP) sites, if and when those resources are available. Support to assess the safety training program and the past VPP efforts are already in place and scheduled to be completed by 1 October, 2009. This assessment will use the same internal NASA procedures used for Institutional Facility Operational (IFO) audits, with similar tracking tools and procedures. An overall assessment report should be available for management review by 1 November, 2009.

Detailed schedule:

August 3 to August 17- Assignment and training for assessment personnel

August 24 to October 16- Initial assessment of existing program

October 18 to November 1- Follow-up and final documentation of findings

Personnel requirements will include Code 803 personnel, contracted support and some time from other Codes to examine their processes and documentation. Assistance from other NASA Centers with experience in performing assessments may be requested via invitational travel.

MAJOR MILESTONE #1: 18 December 2009

Completion of all assessments

Completion of the overall WFF Safety Program Assessment Report

Update this plan to indicate the details for implementation of Phases 2 and 3

Obtain management approval to implement Phase 2 – indicated by signature approval on this plan

3.0 Current Status

1. Assessments are complete and findings are documented in the "WFF Safety Program Assessment Report, 803-REPORT-0001".
2. A WFF VPP Steering Committee has been formed and will begin functioning in January, 2010.
3. VPP training was provided by the NASA Safety Training Center (NSTC) via VITS on October 23, 2008 for all members of the VPP Steering Committee and members of the NASA and contractor safety organizations.
4. Partial funding for a contractor to support VPP was approved within the CM&O Budget. This task will be initiated within Q2 of FY2010. Follow-on funding will be requested for FY2011.
5. WFF continues to support the GSFC/Greenbelt VPP effort by supporting meetings and participating in activities at the center level.

4.0 Current Issues and Constraints

1. AFGC Union activity may delay the start of formal VPP activities.
2. Personnel availability may become a constraint due to the increased workload associated with an increased operational tempo and range construction efforts.
3. The recent re-organization of the safety effort at Greenbelt will require a massive amount of documentation changes that will require manpower from both WFF and Greenbelt. This effort will detract from available safety resources at both locations.
4. Several Code 803.2 Engineering Technicians are considering retirement and the process of hiring and training personnel will increase the time required to complete key tasks associated with this effort.
5. VPP implementation efforts at Greenbelt and WFF will not be concurrent. WFF is progressing faster than Greenbelt due to the smaller facility and workforce. This may cause delays as personnel associated with Codes outside of Code 800 may have slight different requirements flowing down from their respective Greenbelt counterparts.

5.0 Proposed Mitigations for Current Issues and Constraints

1. AFGE has been formally invited to participate in the VPP Steering Committee several times. This should remain an open invitation throughout this effort should the Union continue to decline the invitation. It should be noted the formal Union support is only required to obtain formal recognition from OSHA when the safety program is successfully managed under a VPP model, currently planned for 2011. It is not required to implement the management model to build a program.
2. Personnel availability will be an issue in the coming 24 months. In an effort to continuously place a focus on the importance of this effort a formal schedule will be developed with key items and tasks that need to be completed. This schedule will be briefed each month to the Executive Safety and Health Council in order to ensure senior management understands the labor effort involved and plan accordingly.
3. While the recent re-organization at Greenbelt has led to multiple documents that will need to be addressed, it may prove to be an advantage as it will offer an opportunity to reduce and streamline the documentation across the safety effort. An effort will be made to reduce the document count across the entire safety program at both locations.
4. Due to the time required to acquire and train safety personnel, Code 803.2 will hire one Engineer over the current FTE count of 8 personnel to backfill behind the Engineering Technicians. This hire will be with the understanding the overall FTE will reduce back to the current headcount of 8 FTE after personnel actually retire or VPP status is secured.
5. WFF Code 803.2 will continue to participate in the overall GSFC effort to get both WFF and Greenbelt VPP certified. This effort will attempt to ensure the codes represented at WFF have a clear requirement path for the Safety Program and that competing, or different requirements are not implemented by the Greenbelt effort. The VPP Steering Committee represents all codes at WFF and will be tasked with ensuring all WFF requirements are understood at WFF and will act as a single point to detect competing or conflicting requirements.

6.0 Phase 2 - Development

Phase 2- Development

START DATE: 4 January 2010

COMPLETION DATE: 11 June 2010

ENTRY CRITERIA: Completion of Major Milestone #1

EXIT CRITERIA: Completion of Major Milestone #2

During this phase new documentation, training programs, policies and procedures will be updated, developed and implemented based on the WFF Safety Program Assessment Report, 803-REPORT-0001. This will include general training for all WFF personnel regarding what the new program will contain, how to find information, and a focused training effort for NASA personnel regarding the program. Creation of processes based on current Information Technology (IT) and electronic means will be used to provide training when appropriate. A single repository for all safety related information will be created on the Code 803 website. The following specific actions must be completed during Phase 2:

1. Development of a site-wide schedule of key requirements and/or events related to implementing a program by July, 2011 that addresses all items documented in the Wallops Flight Facility Safety Program Assessment Report, 803-REPORT-0001.
2. Development of a WFF Safety Program Plan or Goddard Procedural Requirement (GPR)
3. Development of a WFF Safety Training Plan (may be included in item #1 or GSFC GPR)
4. Definition of scope regarding potential VPP at WFF with a focus on NASA Civil Servant programs (facilities, and programs included and/or specifically excluded)
5. Development and implementation of a site-wide process to track all open safety items regardless of origination
6. Develop and present detailed metrics consistent with the VPP measurement metrics such as Lost Time Injury Cases and Days Away and Restricted Time.
7. Provide basic knowledge training regarding the VPP process to all affected employees
8. Create a WFF Safety Portal with all relevant information to improve the distribution of safety related information for all employees
9. Development of measureable metrics for safety critical training and actions
10. Present status of Phase 2 at the June 2010 Executive Safety and Health Council

MAJOR MILESTONE #2: 18 June 2010

Completion of items 1 through 10 to the satisfaction of management

Obtain management approval to implement Phase 3

7.0 Phase 3 - Implementation

START DATE: 21 June 2010

COMPLETION DATE: 1 July 2011

ENTRY CRITERIA: Completion of Major Milestone #2

EXIT CRITERIA: Completion of Major Milestone #3

Draft only- to be updated after completion of Phase 2

During this phase the implementation of the safety program begins with a focus on training personnel in hazard recognition and mishap prevention techniques. If management supports an effort to certify the program with OSHA for VPP, an employee education program would be implemented. Measurement criteria will be presented in formal fashion to management on a regular basis and be available to all employees via the safety portal.

MAJOR MILESTONE #3: 21 July 2011

Annual assessment of the Safety Program completed by 1 February, 2011

75% completion rate for all assigned training

Mitigation plans in place for all identified physical hazards that cannot be corrected

8.0 CHANGE HISTORY LOG

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGES
	July 2009	DRAFT Baseline
		Baseline